

CONTRACT ADMINISTRATOR

The Lake County Engineer's Department is seeking a full time Contract Administrator with knowledge of local, state and Federal government structure as well as operations and procedures relating to government finance, contracts and accounting.

Position involves maintaining all construction contract files; related reports & records such as financial statements, vouchers, bids, quotes and specifications; providing contract support to the appropriate County Departments and Townships. A high degree of accuracy in the development and maintenance of contracting records, and the capability to provide strong customer service are required.

Qualified candidates should have experience in procurement planning and government contract development and administration. Must be detail-oriented with strong writing and organizational skills. Ability to work independently and set priorities to accomplish goals and meet deadlines. Proficiency with Microsoft Office a must. Familiarity with LPA, OPWC, NOACA and finding-specific documents is preferred.

Send resume/completed application with salary requirements to:

Brianne.Rowell@lakecountyohio.gov

OR Brianne Rowell
LAKE COUNTY ENGINEER
550 Blackbrook Road
Painesville, Ohio 44077